Reclamation Manual
Directives and Standards

Style Sheets for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

Reclamation Manual
Policy

Subject: Subject
Purpose: Purpose, include need and benefits statement
Authority: Authority, refer to Appendix N of RCD 03-01
Approving Official: Commissioner
Contact: Insert Organization and Office (mail code)

1. Introduction. First Level Paragraph
2. Applicability. First Level Paragraph
3. Policy. First Level Paragraph
4. Requirements and Responsibilities. Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph
      (1) Third Level Paragraph
      (2) Third Level Paragraph
         (a) Fourth Level Paragraph
         (b) Fourth Level Paragraph
            (i) Fifth Level Paragraph
            (ii) Fifth Level Paragraph
               (aa) Sixth Level Paragraph
               (bb) Sixth Level Paragraph
5. Definitions. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph
6. Review Period. The originating office will review this release every (insert number of years, but cannot exceed 4) years.

NEW RELEASE or SUPERSEDES ...
(Minor revisions approved mmm/dd/yyyy)
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Policy/Directives and Standards

TEMPORARY RELEASE
(Expires mm/dd/yyyy)

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Authority: Authority, refer to Appendix N of RCD 03-01

Approving Official: Commissioner approves Policy / Senior Executive/Senior Level approves D&S

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SUPERSEDES RCD 03-01 (338) 06/27/2008 and minor revisions approved 02/12/2009, 09/27/2013, 08/25/2014, 04/13/2015
(Minor revisions approved 12/10/2019)
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TEMPORARY RELEASE
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2. First Level Paragraph

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